

25 YEAR RE-REVIEW

~~SECRET~~

28 July 1961

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Procedure for Handling Special Group Matters

1. I have asked [] to serve for the next several weeks as the DD/P representative to deal with Special Group papers and follow-up. He will be responsible for assembling and proper routing of Special Group papers; for briefing you on these matters (unless Mr. Barnes or I do this); debriefing you and Mr. Parrott following Special Group meetings; and for coordinating the follow-up of decisions reached at Special Group meetings.

2. I am sure it is obvious that this system will not work unless [] is actually used as the channel for dealing with all Special Group matters. I should like to enter the strongest kind of plea with you that [] (or Mr. Barnes or myself) be present if and when it is necessary to hold discussions on Special Group matters with Division Chiefs.

[]
RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

cc: DDCI
EO/DCI

~~SECRET~~